



Department of Human Resources & Civil Service

Training & Experience Exam Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

LDI-1001-13

Library Director I

Application Fee:	\$15.00
Exam Date:	October 1, 2013 – Further instruction regarding the Training and Experience Questionnaire will be mailed to approved candidates on this date.
Application Deadline:	August 12, 2013 – Applications must be submitted online or filed in our office by 5PM or postmarked by this date.
Who May Apply:	Candidates who meet the minimum qualifications.
Salary:	Varies by agency
Employment Opportunities:	The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

Minimum Qualifications:

A Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices and two (2) years paid full time or its part time equivalent* professional library experience subsequent to Master's in Library Science.

Note: Some universities have renamed their programs and no longer designate the degree as a Master's in Library Science or Librarianship. Contact the New York State Library's Division of Library Development for assistance.

Special Requirements:

Possession of a New York State Public Librarian's professional certificate at time of appointment. Application forms for the Public Librarian professional certificate may be obtained by writing to:

Library Development
New York State Education Department
99 Washington Avenue
Albany, New York 12230

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

* part time equivalent experience is as follows:

0-9 hours per week = no credit
10-19 hours per week = 1/4 (one-quarter) of full-time work
20-29 hours per week = 1/2 (one-half) of full-time work
30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Residency Requirement:

There is no residency requirement for participating in this examination.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

Fees:

A \$15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete a request for application fee waiver and certification request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:

This is an administrative position involving responsibility for overseeing all Library functions and is also a major provider of professional library services. This may be the only professional position in the library. The responsibilities of the position involve carrying out broad policy as determined by the Library Board of Trustees. The employee reports directly to and works under the general supervision of the Board of Trustees. General supervision is exercised over library personnel.

Scope of Examination:

The examination will consist of an evaluation of education (training) and experience. There will be no written, oral, or performance test. Candidates are required to complete an application, submit an application fee, unless waived, and complete a Training and Experience Questionnaire. The questionnaire will be mailed to approved candidates on the exam date.

All candidates meeting the minimum qualifications will have their education and experience rated against the general background of the position.

When filling out the questionnaire, be as detailed, concrete and specific as possible; vagueness and ambiguity will not be resolved in your favor. Additional information concerning your training and experience will not be accepted after the application has been rated.

In your summary of education and training, show all relevant, formal college-level course work including name and address of the institution, dates of attendance, major field of study, number of semester hours completed, and degrees or certificates received, if appropriate. Show relevant institutes, seminars, conferences or symposiums in which you have participated, including dates of attendance, hours of training received, and certificates received, if any. Credit will be given only for training completed after initial date of licensure and also completed within the last five (5) years.

In order to obtain credit for continuing education, you must establish a pattern of activity, which is designed to help maintain your skills and keep abreast of the field. Education and training which is part of the minimum qualifications cannot be credited as continuing education. Indicate your affiliation, if any, with professional organizations, in the field.

For each relevant position you have held, list the name and address of your employer, name and title of your supervisor, your title and final annual salary, the dates of your employment (including month and years), your main duties and responsibilities and your reason for leaving. You should also indicate whether the position was full or part-time and include the number of hours worked per week. Volunteer work must be documented.

Weight: Evaluation of Education and Experience 100%

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Eligible List:

Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidate's scores from the different testing dates will be inter-filed. The names of the successful candidates will remain on the eligible list for one (1) year to fill present and future vacancies.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Children of Firefighters and Police Officers Killed in the Line of Duty:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with

your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: July 23, 2013